

SANDY CITY/ ALTA CANYON
APPROVED POSITION SPECIFICATIONS

- | | | |
|----|---|---|
| I. | <u>Position Title:</u> Office Coordinator/ Administrative Assistant | <u>Revision Date:</u> 02/06 |
| | | <u>EEO Function:</u> Parks & Rec |
| | | <u>EEO Category:</u> Administrative Support |
| | | <u>Status:</u> Non-exempt |
| | | <u>Control No:</u> 30904 |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Alta Canyon Sports Center Manager handles executive and office correspondence, maintains confidential records, prepares agendas, manage member relations, and supervise front office staff.

III. Essential Duties

- Supervise front office staff, and nursery attendants
- Prepare payroll for Center staff
- Hire, train, evaluate, promote, discipline & terminate employees
- Type office correspondence, memos, and other documents for the Center Manager
- Respond to and screen telephone calls and walk-in public.
- Assist with budget preparation.
- Maintain Center personnel and other confidential records.
- Schedule meetings and appointments and prepare agendas for the director and the Alta Canyon District Board.
- Handle various, specially assigned administrative activities as designated by the Center Manager including facilitating projects, programs, research or report preparation.
- Receipt, record, balance cash payments and make daily deposits.
- Administer the Records Management System of the Center following established procedures including: monthly board reports, year-end records, use agreements and rental receivables.
- Work with the public by establishing member policies & records, resolving complaints, handling reservations, and general member relations.

IV. Marginal Duties

- Assist in purchasing & bid process.
- Maintain membership records.
- Perform other duties as assigned.

V. Qualifications:

Education: High school diploma, two years advanced training/education in the area of secretarial and office management.

Experience: Four years administrative secretarial or related experience; may substitute addition experience for education.

License: Must possess a valid Utah Driver's License.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Effective customer service practices; WordPerfect, Excel, Groupwise; letter composition; office management; basic accounting; business equipment usage; municipal government procedures; personal computers and applications; correct English usage, vocabulary, spelling, and arithmetic.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.; moderate responsibility for making decisions affecting the activities of people: what they should do, when to do it, where, and how. Will be responsible for the supervision of approximately 16 temp/seasonal employees.

Communication Skills: Frequent citizen, customer, public and other City department contacts, furnishing and obtaining information; contacts requiring tact and judgement to avoid friction; frequent contacts involving the carrying out of programs and schedules.

Tool, Machine, Equipment Operation: Type 50 wpm; regular use of a computer, printer, calculator, telephone, fax machine, and adding machine; frequent use of copy machine, department software.

Analytical Ability: Work procedures are established; follow written and verbal instructions; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation.

VI. Working Conditions

This work may require indoor and outdoor work, occasional supervision of children, and dealing with the public in somewhat stressful situations. The employee may occasionally need to handle unpleasant employee issues or member problems. This position requires accurate detail work in spite of frequent interruptions. Job requires extreme mental pressure, fatigue, and moderate exposure to deadlines during an average work day; Occasional bending and lifting of up to 25 pounds. Occasional operation of Center vehicles may be necessary. Holiday and weekend work may be required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.